

ASSISTANT SUPERINTENDENT - WATER PRODUCTION AND TREATMENT

5349

NATURE OF WORK

This is advanced, highly technical supervisory work directing the mechanical or electrical/control maintenance of pumping station and treatment plant equipment, reservoirs, wells fields, and the SCADA system, and the general maintenance of buildings and grounds.

Work involves primary responsibility for the supervisory and administrative functions pertaining to the mechanical or electrical/control maintenance of pumping station and treatment plant equipment, reservoirs, well fields, the SCADA (Supervisory Control and Data Acquisition) system, and the general maintenance of buildings and grounds. Work requires technical knowledge and considerable independent judgment in methods of maintenance. Employees in these positions are responsible for implementing the maintenance programs adopted for the pumping stations, treatment plants, reservoirs, well fields, the SCADA system, and buildings and grounds. General policy direction is received from the Superintendent of Water Production and Treatment with work being reviewed through operating reports and procedures, and achievement of objectives. Maintenance responsibilities are coordinated with the Assistant Superintendent of Operations. Supervision is exercised over technical and skilled subordinates.

EXAMPLES OF WORK PERFORMED

Supervises skilled employees of the mechanical or electrical/control maintenance section.

Prepares scheduled maintenance plans; reviews and approves work schedules and coordinates work order system to insure the ongoing maintenance/operations of the system.

Maintains the preventative mechanical or electrical/control maintenance program, accurate and complete equipment records, maintenance procedures manuals and work order tracking system.

Supervises the installation and maintenance of telemetry and remote control electronic systems; compiles and submits reports concerning alterations to treatment plants and equipment.

Manages the SCADA database through point generation and data entry; plans, creates, modifies, troubleshoots and deletes software control strategies to manage plant processes; writes new and edits existing PLC ladder logic software; plans, creates, modifies and deletes control system process graphics, configures control point parameters; manages NT operating system for proper control system operation.

Prepares or approves purchase orders for materials, supplies and equipment to support the mechanical or electrical/control maintenance of the pumping stations, treatment plants, reservoirs, well fields, the SCADA system, and building and grounds.

Studies maintenance procedures and recommends more efficient methods as appropriate; prepares periodic or special reports to evaluate maintenance performance and cost effectiveness.

Supervises technical and safety training programs by compiling information, scheduling classes, assisting in instruction and maintaining records on training activities; establishes maintenance and safety criteria for specific repair processes.

Coordinates mechanical or electrical/control maintenance plans with the Assistant Superintendent of Operations in the event that the alternative operations are needed to perform maintenance.

Provides information on equipment cost, maintenance manpower, and maintenance supplies and consumables for budget planning process; reviews maintenance expenditures; and recommends measures to control expenditures.

Recommends contract maintenance services; coordinates contract services with the appropriate maintenance personnel as needed; inspects contract service work to ensure standards.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of electrical/mechanical equipment, its operating principles, and instrumentation.

Considerable knowledge of tools and test equipment used in mechanical or electrical/control maintenance, and building and grounds trade.

Considerable knowledge of electrical motor control and switch gears.

Considerable knowledge of telemetry, remote reading and electrical/control systems.

Considerable knowledge of applicable electrical, building and fire codes.

Knowledge of chemical usage and ozone production as it relates to water treatment.

Knowledge of water treatment process.

Some knowledge of computers and their applications.

Some knowledge of control system instrumentation and electrical equipment functionality and their interaction.

Ability to plan, direct, and evaluate the output of a work group.

Ability to work from equipment manuals, plans and sketches, and electrical and process diagrams.

Ability to communicate effectively, both orally and in writing.

Ability to keep records and prepare clear and concise reports of pumping stations, treatment plants, reservoirs, well field, electrical, mechanical, and buildings and grounds maintenance.

Ability to establish and maintain effective working relationships with City officials, employees, and the public.

Ability to logically solve problems.

Ability to exercise independent judgment and develop good habits in the area of safety and safety awareness.

Skill in the use of tools and test equipment used in mechanical and building and grounds maintenance.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in mechanical, electrical or industrial engineering or computer programming or related field and holding a Grade II Operator's certificate or higher from the Nebraska Health and Human Services Regulation and Licensure, and considerable experience in a water treatment plant or in maintenance with experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with college level course work in mechanical, electrical or industrial engineering or related field; or completion of vocational/technical training in industrial electrical power, computer programming or electronic control equipment plus experience in a water treatment plant or in maintenance with some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Assistant Superintendent - Maintenance

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of a valid State of Nebraska Pump Installation Contractor's license or ability to acquire within six (6) months of hire.

Assistant Superintendent - Electrical/Control

Possession of a valid Electrical Contractor's License, Master Electrician License, or Maintenance Electrician's License and/or certification in advanced Programmable Logic Controllers (PLC) or ability to acquire within six (6) months of hire.

Approved by: _____
Department Head

Personnel Director